



Doing Business with Clark County Government

A Vendor's Guide

This page is provided to help acquaint potential suppliers with policies and procedures for doing business with Clark County.

The Purchasing Division

The primary objectives of the Purchasing office are as follows:

1. to provide supplies, materials, equipment, public work and services to all county departments, in a timely manner;
2. to generate broad participation and competition among potential suppliers and contractors;
3. to comply with the comprehensive state and county procurement / contracting laws which govern expenditure of public funds;
4. to ensure good quality products and services at competitive prices;
5. to ensure equal opportunity to all qualified vendors and contractors wishing to compete for County contracts.

Doing Business with the County is really very easy. The primary purchases are awarded as a result of competitive bids based on objective performance specifications.

Business Relations

Location

The Clark County Purchasing office is located at the Public Service Center 1300 Franklin Street, Suite 650 Vancouver, Washington 98660. Office hours are 8:00 am to 5:00 PM. Monday through Friday. For appointments, please call (360) 397-2323.

Vendor Registration

As of 2015, Clark County will use the Municipal Research and Services Center of Washington (MRSC) Rosters to maintain our vendor registration, consultant and A&E rosters. Vendors will need to re-apply for free at www.mrscrosters.org and **select Clark County** in your application. Previous roster applications will not be used as of January 1, 2015. If you have questions about the MRSC Rosters registration process, please contact Ellen Hutchinson, MRSC Rosters Manager at 206-625-1300 or ejh@mrsc.org.

Competitive Quotations - (Under \$5,000.)

Departments are not required obtain quotes for goods and services under \$5,000. However quotations are advisable for unfamiliar items.

Competitive Quotations - (over \$5,000 – less than \$25,000)

The Purchasing office and departments issues Request for Quotations (RFQ) up to \$25,000 for supplies, materials, equipment, and common services.

Formal Sealed Bids - (\$25,000 and over)

The Purchasing office issues formal, sealed bids for supplies, materials, equipment, and common services valued over \$25,000.

Public Work

Clark County uses the Municipal Research and Services Center of Washington (MRSC) Rosters to maintain our small public works roster. To be eligible to work on Clark County small work projects under \$300,000.00, Contractors will need to re-apply for free at www.mrscrosters.org and **select Clark County** in your application. Previous roster applications will not be used as of January 1, 2013. If you have questions about the MRSC Rosters registration process, please contact Ellen Hutchinson, MRSC Rosters Manager at 206-625-1300 or ejh@mrsc.org.

For Public Works projects (i.e. construction, alteration, repair, etc.), over \$300,000 Clark County will use the formal competitive bid process.

Professional Services

Professional service contracts are awarded as a result of a competitive selection process (Request for Proposals).

Taxes

Clark County Government is required to pay sales on all acquisitions.

Purchase Orders

All purchases require a purchase order to be issued. Suppliers should not ship goods or provide services without obtaining a purchase order.

Payment

Payment to suppliers is typically made within 30 days after receipt of invoice. Submit invoices to the ordering department.

Equal Opportunity

Firms owned by the disabled, women, and minorities are encouraged to participate and compete for County contracts.

Advertising

Formal solicitations are advertised in the legal section of The Reflector and many projects are also advertised in the Portland Daily Journal. In addition, the latest list of Formal Bids, County Road Projects (CRP) and RFP/RFQ's can be found on-line at www.clark.wa.gov/purchase/genserv.htm.

Plans and specifications for projects involving public work may be reviewed and downloaded online at www.bxwa.com.

We are always interested in meeting new potential suppliers and learning about the commodities or services which your firm has to offer. You are invited to drop us a note about your company or drop by and visit the County Purchasing Office to learn more about our organization, and to provide information about your products or services.